DEPARTMENT OF PUBLIC SAFETY

SECURITY ASSESSMENT

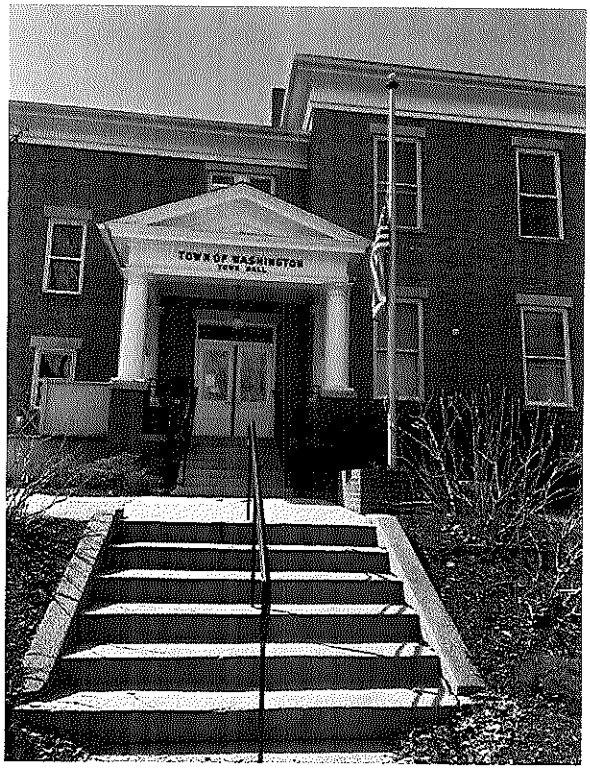
JUDGE(S): Hon. Carol Poles

COUNTY: Dutchess **DATE:** 4/25/2025

COURT(S): Washington Town Court **ADDRESS:** 10 Reservoir Dr.
Millbrook, NY 12545

PREPARED BY: Sergeant John Kozloski and Sergeant Ryan Benson

Facility Name:	**Town of Washington Town Hall**		
Date Erected:	**1918**	**Date of Major Renovations:**	**N/A**
Exterior Construction: (brick, stone, masonry)		**Brick**	
Building Bounded By: (list streets)	**Reservoir Drive**		
No. of Stories:	**Two Stories and with basement**		



Current Days of Court Operation:

2nd and 4th Tuesdays of each month.

Current Hours of Court Operation:

5:30pm - end of business.

Facility Days and Hours of Operation:

Monday - Friday, 9:30am - 3:00pm.

IF TOWN or VILLAGE COURT

Other Agencies in Facility: **All Village offices.**

Existing Security Staffing: **Yes.**

Number of Officers: **Two.**

Armed On-Duty (y/n): **Yes.**

Status:

Peace Officers: **Yes.**

Police Officers: **Yes.**

Security: **N/A**

Assignments (e.g., mags., courtroom, etc): **One officer is assigned to the magnetometer for security screening. One sheriff deputy is assigned to courtroom.**

Existing Security Equipment (list): **Hand scanner.**

Courthouse Security Assessment Form

I. Exterior
- Perimeter
- Lights
- Landscaping

II. Parking

III. Courthouse entrances and exits

IV. Building - general
- Elevators
- Public address system
- HVAC system
- Fire and intrusion alarms
- Emergency generators and uninterrupted power supply (UPS) systems
- Utility closets
- Fire stairs
- Building circulation
- Windows
- Keys and access cards
- Security cameras
- Weapons storage
- Mailroom
- Loading dock

V. Prisoner Delivery, Detention and Movement

VI. Courtrooms and ancillary spaces
- Courtrooms
- Chambers
- Waiting areas
- Public counters (including offices handling money)
- Juror areas
- Locker rooms

VII. Additional Comments

I. EXTERIOR:

Perimeter:

1) Is the perimeter of the courthouse defined by a fence, wall, bollards, planters, or other barrier? If so, describe the barrier?

Yes. There is a fence on three sides of the facility.

2) Does the barrier serve to control or limit?

A) pedestrian access? If so, describe.

Yes.

B) vehicular access? If so, describe.

Yes. There is a U-shaped driveway in front of facility.

C) What is the stand-off distance from the curb to the building?

The stand-off distance is approximately 100 feet.

Lighting:

1) Is there adequate lighting:

A) around the perimeter generally?

Yes.

B) at each entrance and exit?

Yes.

C) along the walkways?

Yes.

2) What type of lighting (e.g., quartz, halogen, incandescent) is utilized and where?

Halogen and LED around perimeter.

3) Are the lights automatic or are they controlled manually, and if the latter, by whom?

Automatic.

4) If automatic, are they set to timers or are they activated by sensor?

Set to timers.

5) If manual, who controls them?

N/A

6) Are lights that are burned out promptly replaced? If not, what is the approximate replacement time?

Yes.

7) Who requests and tracks replacement and upgrades of lights?

Court staff or town clerk would request any replacements or upgrades.

Landscaping:

1) Do the features of the landscape allow for the hiding of persons or weapons? If so, describe.

Yes. There are numerous shrubs around perimeter.

I. EXTERIOR:

Recommendations:

- **As staffing allows, conduct routine perimeter searches for contraband.**
- **Ensure all exterior lighting is operational during court hours.**
- **Trim or remove any excess vegetation around perimeter of facility.**

II. PARKING:

1) Is there parking on courthouse grounds for:

A) Judges? If so, describe (where, how many spaces etc.).

Yes. Main public lot. Approximately (20) spaces.

B) Non-judicial staff? If so, describe.

Yes. Main public lot. Approximately (20) spaces.

C) Public? If so, describe.

Yes. Main public lot. Approximately (20) spaces.

2) Is the Judges parking on-street?

No.

3) Are parking spaces for Judges reserved? If so, describe method (e.g., by name, numbers or general designation such as "Judges' Parking).

No.

4) Are parking spaces for non-judicial staff reserved? If so, describe method (e.g., by name, permit, number or general designation such as "Court Staff").

No.

5) Is the Judges parking area separate from the public parking area?

No.

6) Is the parking area for non-judicial staff separate from the public parking area?

No.

7) In the parking areas for Judges and non-judicial staff is there:

A) a security presence (e.g., booth, roving patrol)? If so, describe.

No.

B) a gate or other access control device at the entry? If so, describe.

No.

C) security camera surveillance?

Yes.

D) adequate lighting?

Yes.

8) Is the non-public parking area secured during non-court hours?

No.

9) Is there direct access from the Judges parking area to a secure area in the courthouse? If not, is the route secure?

No. The route is not secure.

II. PARKING:

Recommendations:

- Reserve parking for judicial and non-judicial court staff as near as possible to the entrance they use.

- Install signs at these reserved parking spaces that read, "Authorized Parking Only".

- If funding permits, install additional lighting around the parking areas.

- Ensure the parking area lighting is operational during court hours.

III. COURTHOUSE ENTRANCES AND EXITS:

1) How many points of public entry and exit are there to the courthouse?

One point of public entry and exit.

A) Is there security screening at each entry?

Yes.

B) If not, what are the security protocols?

N/A

2) How do employees enter and exit the courthouse? If the entry is separate from the public entry, indicate the number of such employee entries, and indicate if the entry is monitored and indicate the method of access (e.g., key, swipe card).

Main public entrance utilizing hard key. Entrance not monitored.

3) How do Judges enter and exit the courthouse? Indicate the number of points of entry, whether they are restricted to "Judges only," whether there is security monitoring at the entrance, and the method of access (e.g., key, swipe card).

Main public entrance utilizing hard key. Entrance not monitored.

4) What entry is utilized for handicapped access?

Main public entrance. The facility has a ramp and new wheelchair lift.

How is security screening of handicapped accomplished?

Screening is conducted in the same manner as the public.

III. COURTHOUSE ENTRANCES AND EXITS:

Recommendations:

- As funding allows, employ additional law enforcement personnel for court security and screening.

- Ensure law enforcement personnel are present during all court sessions.

- If funding permits, procure a magnetometer and a handscanner.

- Develop security screening procedures that include the use of screening equipment.

IV. BUILDING - GENERAL:

Elevator:

1) Are private elevators provided for Judges? **No.** If so, indicate.

No elevators in this facility.

A) How are they controlled?

N/A

B) Is there a telephone or call box to summon assistance?

N/A

C) Does the elevator provide direct access to a secure area?

N/A

Public-Address System:

1) Does facility have a public-address system? **No.** If so,

A) Is the system linked to the fire alarm system?

N/A

B) Who controls the system?

N/A

C) Is the system accessible to security staff?

N/A

HVAC (heating, ventilation, and air conditioning) System:

1) Are air intake vents accessible to the public? If so, describe.

Yes, there is a small intake vent on side of the facility.

2) Where is the HVAC machine room, how is it secured, and do court security personnel have immediate access if necessary?

The HVAC room is in the basement and not secured.

3) Is the HVAC System automated?

Yes.

4) If so, is there access from off-site?

N/A

5) Who has the ability to access the system?

Maintenance personnel.

6) Is there a back-up person?

No.

Fire and Intrusion Alarms:

1) Does the facility have a Fire Command Station? **No.** If so,

A) What is the location?

N/A

Is it located by an entrance and easy for emergency responders, (police, fire, EMS) to locate?

N/A

B) Does the system include a building-wide telecom?

NA

C) Is there an on-site fire safety director?

No.

D) Is there a back-up person?

N/A

E) How is the person distinguished during an event (vest, hat)?

N/A

F) Are there fire warden phones on each floor?

N/A

1) Are there notices on each floor identifying the fire warden?

N/A

G) Where does the alarm activate?

The alarm activates throughout the facility.

H) Do elevators default to the lobby during an alarm condition?

N/A

I) Does the facility contain an intrusion alarm system? If so, indicate what it covers (e.g., doors, windows) and describe how it is monitored.

No.

J) If the fire alarm system is set off, is the fire department notified directly via system?

No.

by central station monitoring company?

No.

by phone from the facility?

Yes.

Emergency Generators and Uninterrupted power supply (UPS) systems:

1) Does the facility have an emergency generator? If so, indicate the fuel used, maximum capacity, how long they will function, who controls the generator, and what specific areas are connected to the generator (e.g., computer closets, courtrooms, fire stairs, lobby, magnetometers, pen area leading to pens, robing room, prisoner elevators, elevators)?

   Yes, automatic stand-alone propane generator. Will power entire facility for several days. Maintenance personnel control the generator.

2) Does the facility have an Uninterrupted Power Supply (UPS)(battery) system? If so, what is powered by the UPS system?

   Only emergency exit signs have a battery backup.

3) Is the fuel source for the generator on street level?

   Yes.

4) Is it accessible from the outside?

   Yes.

5) If so, how is it secured? Who has access?

   Not secured. Accessible to all.

6) What was the level of fuel tank at time of inspection? How long will the generator provide power with a full fuel capacity?

   At time of assessment fuel level was three quarters full. Several days.

Electrical and Computer Closets:

1) Are the electrical and computer closets adequately secured? Who has access to them?

   No. They are unsecured in the basement. All building users.

Fire Stairs:

1) Does the facility have fire stairs? Yes. If so, how many?

There is one set of fire stairs for the other agencies upstairs.

2) Are the doors to fire stairs kept closed at all times?

Yes.

3) Are stairwell emergency lights operable? What is the power source (generator, battery)? How frequently are they tested?

Yes.

4) Are stairwell door exit signs illuminated?

Yes.

5) Are there fire extinguishers available on each stairwell landing?

Yes.

Building Circulation:

1) Are private and public spaces clearly defined?

No.

2) Must judges enter public spaces to access their courtrooms?

Yes.

3) How is access from public to private spaces controlled?

Access is not controlled, there are no secure doors.

Windows:

1) Are exterior windows:

A) tempered or laminated to prevent flying glass?

No.

B) blast-resistant?

No.

C) able to be opened?

No.

D) if the windows can be opened, do the locks work, and is there a protocol to keep windows locked during non-business hours?

N/A

Keys and Access Cards:

1) If the facility uses keys for access, describe the system for distributing and monitoring keys. Indicate who is responsible for key distribution, whether there is a record of key distribution, what policies and procedures are in place to ensure that keys are returned by individuals when required, and how the master key is controlled.

The town clerk distributes hard keys and keeps record.

2) If the facility uses an access card system, describe the system (e.g., proximity or swipe cards, computer-based), and indicate whether all usages is tracked, and whether cards can be deleted from database if lost or stolen. Who has access to the system?

N/A

Security Cameras:

1) Does the facility have a security camera system? **Yes.** If so, indicate.

A) describe the system (e.g., CCTV, Web-based on UCS network).

Web-based.

B) who monitors the system and where is the system?

The town clerk monitors system from office.

C) what is monitored? (Append a list of camera locations if not UCS Web Cameras)

Lobby and parking area.

Weapons Storage:

1) Is there a designated location for the storage of weapons (firearms)?

No, the facility does not store firearms or weapons.

A) where?

N/A

B) how are weapons stored (e.g., gun locker, safe)?

N/A

C) is the location secure?

N/A

D) is the standard UCS voucher form used?

N/A

Mailroom:

1) Is there one central location for mail delivery in the facility? If so, describe.

Town clerk picks up mail from the post office and distributes.

2) Is the central mail room on a separate HVAC system?

No.

3) Is all mail x-rayed?

No.

4) Describe any other mail screening procedures in place.

No screening procedures in place.

Loading Dock:

1) Does the facility have a loading dock? **No.** If so, describe.

A) are all deliveries to the facility made to the loading dock?

N/A

B) how is access to the loading dock controlled?

N/A

C) describe the security and screening procedures in place at the loading dock?

N/A

D) are parcels checked before entering the building?

N/A

IV. BUILDING - GENERAL:

Recommendations:

- As funding allows, install a fire alarm system that includes a fire command box installed in a location that first responders can easily access.

- Develop a fire evacuation plan and conduct annual drills.

- Designate fire wardens and make them easily identifiable during an emergency.

- Install a battery backup system on all court computers.

- As budget permits, install a fence with a locking gate around generator and propane tank.

- Keep all doors seperating public and private areas closed at all times.

- Establish mail screening procedures and provide training.

- Establish formal protocols and procedures for securing the facility at the close of business.

- Install a safe or a gun locker in a secure location, to be used for securing legally possessed weapons and contraband.

- If funding permits, install an intrusion alarm system that covers all windows and doors.

- If feasible, add addition cameras to security camera system. Alternatively, install a security camera system that includes a recording device. The cameras should be positioned so they include views of access/egress points, public corridors, the building's perimeter, and the parking areas. The system should be monitored by law enforcement personnel and viewing privileges extended to court staff.

V. PRISONER DELIVERY, DETENTION AND MOVEMENT:

1) How are prisoners delivered to the facility (e.g., by bus or van) and by whom?

Prisoners are delivered to the facility in an official car or van of the arresting department or detention agency.

2) Is there a sally port or other central receiving area? **No.**
If so, who controls the area?

N/A

3) How are prisoners delivered to courtrooms?

Prisoners are delivered through the rear door. Occasionally prisoners are escorted through main entrance.

A) direct feed from central holding area?

No.

B) secured passages and/or stairways?

Yes.

C) public corridors?

No.

4) Are feeder pens adjacent to courtrooms utilized? **No.**
If so, by whom are they staffed?

N/A

5) If elevators are used for prisoner movement, are there cameras and emergency telephones in the elevator?

N/A

6) Are there exclusive elevators for prisoner movement? **No.** If so, describe.

N/A

A) how many?

N/A

B) how are they controlled?

N/A

C) are they staffed, and if so, by whom?

N/A

D) are they in a secure area?

N/A

E) are they marked to indicate restricted usage?

N/A

7) If a shared use elevator is utilized for prisoner movement, can it be programmed to bypass a call signal?

N/A

V. PRISONER DELIVERY, DETENTION AND MOVEMENT:

Recommendations:

- **Ensure the route used for prisoner movement is secure at the time the prisoners are being escorted.**

- **Ensure the public does not have contact with the prisoners.**

- **Prisoners should not be in close proximity to the judge or the court staff.**

VI. COURTROOMS AND ANCILLARY SPACES

Courtrooms:

1) Are judges benches equipped with bullet resistant material?
No. If so, describe.

N/A

2) Are there duress alarms in the courtrooms? **No.** If so, indicate the number and type (e.g., wireless, hard wired), where are they located in the courtroom, and who is signaled when activated.

N/A

3) Is there a physical barrier (rail or other) that separates the public from the well area of the courtroom?

No.

4) Are there security cameras in the courtroom? **No.**
If so, where are they monitored?

N/A

5) Does the courtroom provide for easy exit by the Judge in the case of an emergency?

Yes.

6) Are counsel tables secured to the floor?

No.

7) Do counsel tables have glass tops?

No.

8) Is the Judge's bench visible from the outside?

Yes.

Chambers:

1) Are chambers located in a private area of the courthouse?

Yes.

2) How is access to chambers controlled?

Door with lock.

A) posted security personnel?

No.

B) buzzer system?

No.

C) visiting by appointment only?

No.

D) locked when unoccupied?

No.

E) monitored by camera?

No.

3) Are there duress alarms in chambers? **No.** If so, indicate the number, where they are located in the chambers, and where they signal when activated.

N/Av

4) Is the Judge's desk visible from the outside?

No.

5) Is chambers phone programmed to speed-dial security?

No.

Waiting Areas:

1) Are waiting areas monitored?

Yes.

A) by uniformed personnel?

Yes.

B) by cameras?

Yes.

2) Can opposing litigants be separated in the waiting area if necessary?

No.

Public Counters (including offices that handle money):

1) Are clerks counters monitored?

No.

A) by uniformed personnel?

No.

B) by cameras?

No.

2) Are there physical barriers between employees and those being served? **Yes.** If so, describe?

There is a newly installed service door to the courtroom.

3) Describe the procedures and physical safeguards in place where money is handled.

Money is collected in the courtroom and stored in town clerks' office.

Juror Areas:

1) Are jury assembly areas secured?

No jury assembly areas. The facility is not equiped to handle a jury trial.

A) locks?

N/A

B) security patrols?

N/A

2) How is access to juror areas controlled?

N/A

3) Are all jury rooms contiguous to the courtroom they serve? N/A
If so, describe.

N/A

Locker Rooms:

1) Are uniformed/security personnel locker rooms adequately secured against theft of uniforms and other regulated items?

N/A

2) Is an officer assigned to monitor cleaning personnel during the time in the locker rooms?

N/A

VI. COURTROOMS AND ANCILLARY SPACES:

Recommendations:

- As funding allows, replace courtroom chairs with benches. Alternatively, secure the exisiting chairs to the floor or to each other.

- Reserve the front row of courtroom seating for attorneys and law enforcement officers.

- As funding allows, install wireless duress alarms at the judge's bench, in chambers and in the clerk's office. Link these alarms to local law enforcement or 911.

- As funding permits, install a rail or other physical barrier to seperate public and private areas of the courtroom.

- Program all court telephones to speed-dial local law enforcement.

- Develop money handling procedures. Money should not be handled in the courtroom.

- If feasible, all bank deposits should be made with a law enforcement escort.

- As funding allows, procure a safe for holding money.

VII. ADDITIONAL COMMENTS:

Describe any additional security issues or problems which are not addressed in this assessment and prioritize the issues.

- None.

PERSONNEL PRESENT DURING ASSESSMENT:

Court Clerk Heather Haywood
NYSC Sergeant John Kozloski
NYSC Sergeant Ryan Benson